




NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

13 January 2009

MEMORANDUM FOR WINGS THAT USE THE WING MANAGEMENT UTILITIES

Subject: Wing Management Utilities (WMU) Flight Release Module

1. WMU is a member-developed computer program used by a number of CAP Wings to automate recordkeeping. These utilities have proven useful, and NHQ has no objection to Wings using this program for most of its intended purposes. However, specific guidance is required for the use of the Flight Release Module. The reason for this is the flight release is a document which commits both the Air Force and CAP, and special care is required to ensure that the flight release complies with all regulations. This memo provides guidance to the field on proper use of the WMU Flight Release Module.
2. Current regulations require that an actual CAPF 99 be printed for each flight release. The regulations, at this point in time, do not allow a purely electronic version. Therefore the WMU has been modified to generate an actual CAPF 99 with the Flight Release Officer's (FRO) signature each time a flight release is generated. The FRO must print and maintain this actual CAPF 99. Each time the CAPF 99 is printed it will include all prior releases with signatures made by that FRO during the current month, so only the most recent CAPF 99 printout needs to be maintained.
3. Each FRO must submit the final printed CAPF 99 to the wing DO and CAP-USAF State Director for the previous month IAW CAPR 60-1. (note: submitting a fax or emailed copy of the original CAPF 99 is acceptable too.) Alternatively, the wing DO and State Director may choose to print their own copy of the CAPF 99 from WMU. The wing and State Director should issue a joint policy letter if they choose to do this. Also, please note in this case the wing's copy should be checked by the FRO to ensure no unauthorized alterations have been made. Questions about the WMU Flight Release Module should be addressed to Lt Col Pete Andersen at pla@pandersys.com.
4. It is also important to note that WMIRS will have an Air Force-approved electronic flight release process in place by the end of FY09 so the WMU Flight Release Module process described above will only be temporary.


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Director of Missions

cc:
CAP/CC/CV/CS/EX/EXS/GC/IG/MD/XP/XPI/NOC
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